

## Process for Offsite Placement Application

### Official Requests

The Health Science Placement network (HSPnet) is the official database for placing and confirming requests for nursing and other health professionals in Canada. This database was launched April 2003 in BC with the BC Academic Health Council (BCAHC) as the original founder. UVic SON was on the above committee in 2004 with other Health Authorities and Secondary SON members. The Province Health Service Authority (PHSA) has replaced the BC Academic Health Council.

HSPnet is a comprehensive, web-enabled Practice Education Management system for the health sciences, addressing challenges of discipline-specific and interprofessional (RN, LPN, HCA, PN ,OT, PT, Unit clerks, SW and Medical) student placements. HSPnet is operational in the ten provinces.

The Goals of HSPnet are to:

- Increase the availability and quality of practice education opportunities for students
- Streamline processes and improve coordination and communication among agencies that place and receive students
- Identify untapped opportunities and provide access to a greater range of placement settings including rural and community
- Support evaluation and improvement of learner outcomes
- Enhance the profile and priority of practice education

### Timelines and Activities for Offsite

<b>Dates</b>	<b>Activity</b>	<b>Comments</b>
<b>Feb</b> PC , PAA and Offsite Faculty Committee organize Offsite Info Session	Update Offsite information for students	Practica Coordinator (PC), Offsite Faculty, Application Review Faculty Committee, and Admin Assistant
<b>March</b>	Offsite Information Session held	Attended by Practica Coordinator, Practica Administration Assistant, Offsite Faculty Review Committee, and past and current offsite students
<b>Deadline: May 29<sup>th</sup></b> (4pm)	Electronic application, cover letter (named and anonymous), résumé (named and anonymous), faculty reference forms, and a letter of intent will be placed in the student's folder. Along with \$100 non-refundable fee by 4:00 pm deadline NOTE: No applications, support documents or fees are accepted after the deadline	Students send Offsite Application electronically to Practica Administrative Assistant at <a href="mailto:nursprac@uvic.ca">nursprac@uvic.ca</a> who prepares a student practicum folder for UVic Offsite Faculty Review Committee PC (HSPnet requests) and Admissions Team (Genny and Esme) will provide access to semester 5PAFs for the Offsite Faculty Application Review Committee
<b>June</b>	Student applicant must meet the Uvic GPA criteria	Calculated by BSN Student Advisor (Genny), and will forward the GPA's to Practica

		Administration (Michelle) who will provide the list to the Offsite Application Review Committee
<b>June – July</b>	Applications reviewed by UVic Offsite Faculty Application Review Committee following Uvic placement criteria  Offsite applicants names must be determined by the Offsite Faculty Application Review Committee by July	Offsite Application Review Committee advise of conditional acceptances and locations requested for each student. PC to give Practicum Administration Assistant conditional acceptances by the end of June – mid July. PC to give Practicum Administration Assistant names of nursing students by June – mid July. Offsite Faculty Review Committee will discuss with Practicum Coordinator the selected students for each Health Authority and area
<b>August 1<sup>st</sup></b>	Offsite student nursing applicants will know which Health Authority and area/unit they will go to	Offsite nursing applicants will be given a conditional acceptance based on CPE 370/470 along with courses and practice in September 2020. Practicum Coordinator will have Practicum Administration Assistant give the names and email addresses of the conditionally accepted Offsite students.
<b>August</b>	Offsite Faculty Review Committee review NURS 370 and 470	Admissions team (Genny and Esme) provide access to the Offsite Faculty Review Committee electronic access to most recent practice appraisals
<b>October 1<sup>st</sup></b>	HSPnet requests sent via Practicum Coordinator	Practica Administration Assistant (Michelle) will add student’s résumé and cover letters to HSPnet
<b>November/December</b>	Updates on requests	PC is in regular communication with HSPnet. Faculty and students are NOT to contact sites while they are in process of making decisions.
<b>End of November</b>	Offsite Faculty Review Committee to meet with all of the students. Date TBA.	Offsite Faculty Review Committee to discuss the Offsite learning goals
<b>December 1</b>	Health authorities reply-by-date for requests for schools out of district and province	Programs that are out of district are given lowest priority as they process student requests from their “local” schools of nursing as per BC Practice Education Guidelines. Preceptors will be assigned CNL/CNE.
<b>Early December</b>	Practica Administration Assistant will set up pre-placement student orientation and computer access with the health authorities	Students must complete the online student orientation for other Health Authorities.

<b>Early December</b>	Students make arrangements for flights, housing, etc.	Genny will send the proforma to the office of the Registrar. Genny will reimburse the student's buss pass money.
<b>Mid December</b>	Declined requests	Students whose offsite request is declined will be given options from remaining practica available in Island Health
<b>During CPEs</b>	Students, preceptor and faculty maintain contact	Evaluations are completed at 3, 6, 9 and 12 weeks Students may do a presentation of their experience to the SON

**Key points:**

- Application and fees must be adhered to as late entries will not be accepted
- One request per student; if declined the student will accept what is available in early December
- Official request is made through HSPnet and followed by Practicum Coordinator and any questions directed to the PC. Students (and their family members/advocates) and faculty are NOT to contact the request location for updates
- Offsite faculty will only have access to the electronic PAF's for NURS 370/470 in August

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